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| JOB DESCRIPTION AND PERSON SPECIFICATION |
| **Job Title**: Lecturer in Fashion Production Management  | **Accountable to**: Course Leader, Programme Director |
| **Contract Length**: Fixed term for 2 years | **Hours per week/FTE**: 0.2 | **Weeks per year**:AYR  |
| **Salary**: £37,265- £44,708 pro rata pa  | **Grade**: 5 |
| **College/Service**: London College of Fashion, School of Design and Technology | **Location**: London College of Fashion, 182 Mare Street, London, E8 3RE |
| **Purpose of Role:** The post holder will contribute to the integrated Masters course MDes International Fashion Production Management to undertake teaching, assessment, unit management, curriculum development and research. Working as part of a team, the post holder will be required to deliver lectures and workshops on international fashion production management, manufacturing systems and operations, and innovative production methods. |
| **Duties and Responsibilities:*** To undertake a teaching programme, providing both academic and pastoral support to students including tutorial support, monitoring progress and attendance and maintaining appropriate records.
* To contribute to lesson planning, teaching, assessing, course review and curriculum development.
* To support and extend the School’s existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes.
* To contribute to research, scholarly activity and or professional practice both individually and through appropriate subject related groups.
* To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field.
* To attend course related meetings and examination boards as required.
* To provide support for the Course Leader and Programme Director in the management of the programme of teaching and assessment in International Fashion Production Management and related academic studies within the course.
* To support the process of reviewing course units and contributing to the identification and validation of new units.
* To fully utilise University and other information and communication technologies in order to facilitate and enhance students’ learning experiences and organisational effectiveness.
* To take responsibility as year tutor for student groups as required.
* To undertake general course management responsibilities including assessment, admissions and placements.
* To liaise with Course Leaders, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across the course.
* To support the Course Leader in the planning and development of the curriculum and teaching programme for MDes International Fashion Production Management
* To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
* To secure productive contacts and links with external organisations, employers and agencies that will benefit students on and provide further opportunities for income generation and sponsorship.
* To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
* To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
* To undertake health and safety duties and responsibilities appropriate to the role.
* To work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
* To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities.
* To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
* To conduct all financial matters associated with the role in accordance with the University’s policies and procedures, as laid down in the Financial Regulations.
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| **Key Working Relationships**: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.* Course Leaders
* Programme Director
* Dean of School
* Associate Lecturers
* Technicians
* Study Support staff
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| **Specific Management Responsibilities****Budgets**: No**Staff**: No**Other** Classrooms, studio and workshop space |
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Signed Date of last review

 (Recruiting Manager)

**Job Title: Lecturer in Fashion Production Management**

**Grade: 5**

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| Person Specification  |
| Specialist Knowledge/Qualifications | Relevant degree qualificationRelevant postgraduate qualification is desirable |
| Relevant teaching qualification is desirable |
| Relevant Experience  | Teaching and learning experience and / or equivalent industry experience in Fashion Production Management |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way |
| Leadership and Management | Motivates and leads a team effectively, setting clear objectives to manage performance  |
| Research, Teaching and Learning | Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity |
| Applies own research to develop learning and assessment practice |
| Professional Practice  | Contributes to advancing professional practice/research or scholarly activity in own area of specialism  |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve long term objectives |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups |
| Student experience or customer service | Builds and maintains positive relationships with students or customers |
| Creativity, Innovation and Problem Solving  | Suggests practical solutions to new or unique problems |

**Last updated: 06/10/17**